



International Organization for Migration (IOM)

The UN Migration Agency

**Vacancy Notice No: CON#NP/03/18**

Position Title : **Consultant**  
Duty Station : **Kathmandu, Nepal**  
Required Position : **1 Position**  
Type of Appointment : **Consultant Contract, 4 months**  
Estimated Start Date : **As soon as possible**

Closing Date : **August 14, 2018**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

**Context:**

*Under the overall guidance of the Chief of Mission (CoM) in Nepal and the direct supervision of the Program Manager, the successful candidate will be tasked to carry out Needs and Capacity Assessment of selected Municipalities on Disaster Risk Management (DRM) and post-disaster recovery in coordination with Transition and Recovery Unit. The assessment will generate baseline on strength, needs and analyze capacity gaps of the municipal government that will guide the consultations and capacity enhancement components that will be designed to address the identified gaps. The consultant will be responsible to design research methodologies, train field enumerators, travel to selected districts/municipalities in course of data collection as required, analyse data and submit detail assessment report to IOM.*

**Required Qualifications and Experience**

**Education**

- Advance degree in Disaster Management, Development, Social Sciences, or Public policy or any other relevant disciplines

**Experience**

- Prior experience of conducting study/research in the area of DRR, community stabilization, livelihoods or related field.
- Experience in statistical research and Capacity needs assessment, preferably on DRR related issues.
- Excellent understanding of DRR&M situations in Nepal and its integration in the federal structure.
- Experience working with the senior officials of governmental institutions in Nepal.
- Knowledge of Provincial and Municipal level Government structure.
- Confident use of statistical analysis software and social research methods.
- Proven experience in gender analysis/mainstreaming.
- Abilities to work under pressure and meet deadlines.
- Strong analytical, writing, editing and communication skills.
- Fluency in both written and spoken Nepali and English.

### **Languages**

Fluency in English, Nepali is required.

### **Note**

### **Terms of Payment**

Payments shall be made in line to key deliverables of the activities on tranche basis.

### ***Required Competencies***

#### **Behavioural**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – Proactively develops new ways to resolve problems
- Leadership and Negotiation – Convinces others to share resources □ Presents goals as shared interests
- Performance Management – Provides constructive feedback to colleagues Provides fair, accurate, timely, and constructive staff evaluations
- Planning and Organizing - Sets clear and achievable goals consistent with agreed priorities for self and others Identifies priority activities and assignments for self and others Organizes and documents work to allow for planned and unplanned handovers Identifies risks and makes contingency plans
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

**Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment. Only Nepali Nationals will be considered for this position.

For more information on detail TOR and IOM's global disaster risk reduction work, see *Taking Sendai Forward: IOM Strategic Work Plan on Disaster Risk Reduction and Resilience (2017-2020)*;

*ToR*

<https://www.iom.int/disaster-risk-reduction>

**How to apply:**

Interested Candidates are requested to submit their application indicating clearly the position applied, CVN number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu or email to [iomnepaljobs@iom.int](mailto:iomnepaljobs@iom.int) by 14 Aug 2018.** Only short listed candidates will be called for interview.

**Posting period:**

From 01.08.2018 to 14.08.2018